

See the attached WTU Guidelines and Procedures

WTU Bargaining Unit Members only

INSTRUCTIONS: To request payment, submit a signed, original application within 60 days after course completion to the **Licensure & HQ Unit, Office of Human Resources, 825 North Capitol Street, 6th Floor, Washington DC 20002**, with all required documentation. Retain a copy for your records. Use a separate form for each course. Further information is available in the WTU Tuition Reimbursement Guidelines and Procedures.

Name of employee: _____ Position Title: _____ Social Security No.: _____

Last _____ First _____ Middle _____

School Site _____ Home/Cell telephone _____ - _____ - _____ Email address _____

Home address: _____
No. and Street _____ City/State _____ Zip code _____

Course Code/No: _____ Full title of course (use separate form for each course): _____ No. of credits: _____ Cost of Tuition only: _____

Start Date: _____ End Date: _____ Name of College or University: _____ Degree Type/Subject or Dual Certification Area: _____

_____/_____/_____/_____/_____/_____

Certificate of Eligibility and Statement of Understanding:

Within 60 days of successful completion of applicable coursework, send this form to the Office of Human Resources, ATTN: Licensure & HQ Unit, with the following:

1. Original grade report or official transcript only. Downloaded copies are not acceptable.
2. Original, official bill/invoice for the reimbursable course. Downloaded copies are only acceptable with official university stamp/seal and signature.
3. Original, official proof of payment for the reimbursable course. Downloaded copies are only acceptable with official university stamp/seal and signature.
4. Course description

- I understand that tuition reimbursement is applicable only to those conditions outlined in Article XLI of the WTU Collective Bargaining Agreement.
- I have not and will not submit this coursework for reimbursement through any other reimbursement program or process.
- I pledge to fulfill my duties as a DCPS employee for three years from the issuance of funds date as a condition of receiving reimbursement funds, or I will be liable for the prorated return of the reimbursement award.
- If payment is approved, I understand that a check will be mailed to the home address provided above.

Signature of Employee _____ Date _____/_____/_____

Approval Signature of Supervisor _____ Date _____/_____/_____
(indicates employee meets expectations on most recent performance evaluation)

Reimbursement Payment: To be completed by Human Resources

Approved. Amount \$ _____

Not Approved. Does not meet the following requirement(s)

Signature, Tuition Reimbursement Program Administrator _____ Date _____/_____/_____

District of Columbia Public Schools – Washington Teachers’ Union

Tuition Reimbursement Program: Guidelines and Procedures

I. Program Description:

Article XLI – Section K3 of the October 1, 2004 – September 30, 2007 Collective Bargaining Agreement between the Washington Teachers Union (WTU) and the District of Columbia Public Schools (DCPS) establishes the provision for teacher reimbursement for tuition paid to attend job-related courses at accredited universities and colleges. The provision does not apply to DCPS/employer-directed or funded coursework or training.

II. Definitions:

- Acceptable Coursework: K-12 education related graduate level courses required as part of a Master’s degree program or higher, or graduate level coursework taken in pursuit of licensure in reading, mathematics, special education, physics, chemistry or ESL.
- State-approved program: teacher or service provider licensure program that results in licensure eligibility. (Some ancillary requirements may apply, e.g. – testing).

III. Program Description and Guidelines:

- A. The effective date of this program is July 10, 2006. Only coursework commencing on or after July 10, 2006 will be eligible for reimbursement.
- B. The Superintendent’s, or his designee’s, decision to authorize tuition reimbursement will be based on the determination that:
 - the course is required for or is a necessary elective for completion of a Master’s degree or higher or as part of a relevant teacher dual certification program/process;
 - coursework is offered by an accredited university or college;
 - the teacher applying for tuition reimbursement is currently a licensed, permanent teacher that has “meets expectations” or higher on the most recent formal performance evaluation.
 - the course work or credit hours submitted for tuition reimbursement are not otherwise paid for through grants, scholarships and/or other educational awards.
- C. Requests for reimbursement are initiated by the employee.
- D. A request for WTU Tuition Reimbursement form must be completed and submitted for approval within 60 days after coursework completion.
- E. Coursework is to be taken after the employee’s tour of duty.
- F. No more than \$1800 will be reimbursed per fiscal year (October 1 – September 30) beginning July 10, 2006 and thereafter.
- G. Fees, books, supply and travel costs are not reimbursable.
- H. Incomplete reimbursement requests will not be processed.
- I. Average processing time from complete application submission to check issuance is a minimum of eight (8) weeks.

- J. Teachers who receive tuition reimbursements are required to work in the District of Columbia Public School system for a minimum of three years after receipt of a reimbursement under this contract provision. In the event an employee receives a tuition reimbursement and fails to meet the three-year commitment, s/he will be obligated to return the reimbursed amount prorated to DCPS on an annual basis; otherwise the prorated amount will be deducted from his/her final paycheck. This provision will not apply to teachers who are involuntarily separated from DCPS due to furloughs, abolishments or reductions in force (RIF).

IV. **Reimbursement Request:** (To receive funds, the following must be attached to the payout request):

- A. An official invoice/bill from the institution as proof of being billed for reimbursable charges (Canceled personal check; credit card receipt; or bank/loan statement, photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
- B. A payment receipt as proof of having paid reimbursable charges. (photocopied and/or downloaded copies will only be accepted with official university stamp/seal and signature)
- C. Evidence of coursework completion with a grade of “B” or higher as indicated on an original/official grade report or transcript (photocopied and/or downloaded copies will not be accepted)
- D. Copy of the course description.

Applicants must submit all requested documentation to the DCPS Office of Human Resources either in-person or by mail. Faxed applications are not acceptable. It is the responsibility of the employee to provide a complete reimbursement application to:

**Licensure & HQ Unit
Office of Human Resources
825 North Capitol Street, 6th Floor, Washington DC 20002
202.442.5387**

Use this checklist to ensure that you have all needed documentation to process your WTU reimbursement application. Incomplete reimbursement applications will NOT be processed.	√	WTU Coursework Reimbursement Application Checklist
		WTU Reimbursement Application (Be sure to sign the application)
		Coursework Description
		Original invoice/bill from the college/university (must note the cost of the reimbursable course)
		Canceled personal check; credit card receipt; or bank/loan statement showing proof of payment
		Original/official grade report or transcript

NOTE: The taxability of reimbursements is subject to the existing provisions of Section 127 or any other relevant section of the Internal Revenue Code. Employees are advised to obtain tax counsel as to the reportability and deductibility of tuition/educational expense reimbursements. Generally, educational expenses qualifying as job-related are not reportable as income to the employee.
